Revised 4/04/07

Minnesota-Dakotas Kiwanis District

**Lt. Governor Report of Official Board Visits**

(Report to be completed and sent to District Office by May 31)

Region: Submitted by: Date Submitted:

| | **Please answer the following for each club** | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Clubs | Date of visit | President's leadership **S**=Satisfactory **U**=Unsatisfactory | Secretary's records and knowledge of duties **S**=Satisfactory **U**=Unsatisfactory | Club finances and budget **S**=Satisfactory **U**=Unsatisfactory | Membership Development Plans **S**=Satisfactory **U**=Unsatisfactory | Committee organization and functioning **S**=Satisfactory **U**=Unsatisfactory | Are bylaws up to date? **S**=Satisfactory **U**=Unsatisfactory | Is there an annual audit of club's books? **Y**=Yes **N**=No | Does the board review all reports? **Y**=Yes **N**=No | Is the club incorporated? **Y**=Yes **N**=No | Does the club have a charitable foundation? **Y**=Yes **N**=No | Does club have a regular publication/ bulletin or website? **Y**=Yes **N**=No | How do you rate club service activities? **G**=Good **F**=Fair **P**=Poor |
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**REMARKS AND OBSERVATIONS:** **Report here any additional information of value:**